

Minutes of the meeting of the OCHDA Management Committee

May 13th 2021 15:00 – 16:30

1. **Present:** Ross Wilson (Chair), David Vass, Robert Kincaid, Alison Rennie, Andy Spence, Tony Hammock, Keith Miller, Phil Hamerton, Tony Bennett, Duncan Martin.
2. **Apologies:** John MacAlister, Mike Thoms, Peter Tosh.
3. **Minutes of the meeting of 15th April**
 - 3.1. These were approved and proposed by David Vass and seconded by Keith Miller.
 - 3.2. It was noted that there have been problems getting the minutes posted on the OCHDA website.
4. **Matters arising not covered elsewhere**
 - 4.1. The information about VAT registration - nothing further has been found out about this.
5. **Urgent business**
 - 5.1. The Committee agreed to consider informing the wider OCHDA membership about the lack of progress achieved. It was also noted that the press have contacted us and are keen to be kept in the loop. We need to discuss our strategy for both of these.
6. **Contact with MCA**
 - 6.1. TB reported on correspondence with MCA, who have been briefed on progress to date. They were advised that the HO should be ready to submit by the Autumn 2021. MCA will visit to meet OCHDA when appropriate.
7. **Tuesday's meeting between OCHDA and Argyll and Bute Council (A&BC)**
 - 7.1. A detailed report (previously circulated) was presented by Tony Bennett and verbal feedback was given by Ross Wilson. Generally it was felt that little progress was made.
8. **Next steps**
 - 8.1. The Committee considered the table of actions to be taken by OCHDA and a separate table of actions to be taken by A&BC.
 - 8.2. The committee will concentrate on the sections that required less work to complete them, and submit these to A&BC as they became available. This approach would need a consistent method of identify for documents to make sure that A&BC recognised what they were receiving and where it fits.
 - 8.3. A summary of the Committee's conclusions is presented in a revised table of actions (below).

- 8.4. It was also felt that OCHDA needs to actively demonstrate that we are taking specialist advice, not only from our own solicitors and the British Port Authority, but also harbour specialists.
- 8.5. The Committee will wait to see if there are any responses from the Council. A response to our MOU is due at the end of play tomorrow. However the general feeling is that the Council is adopting stalling tactics.
9. Information to OCHDA members & the press.
Nothing is to be published as yet. The committee is waiting for further information from A&BC regarding the proposed June 3rd meeting.
10. **Dates and times of future meetings**

The dates of the next meetings are June 24 and July 22 both at 15:00 hours.

Deliverables: items to be provided by OCHDA

By 14-5-21

Ranked list of deliverables and projected timescales (this document)

By 21-5-21

A1 Details of Council assets which OCHDA is seeking to lease from the Council

T1 Confirmation of harbour extents

By 28-5-21

F6 Updated paper on proposed Conservancy Charge

G1 Overview of proposed Governance Structure

G2 Details of the proposed Board, how this will be made up and to whom it reports, Stakeholder representation

G3 Details of Board appointing process and timescales for appointment etc

G5 Staffing structure proposals – including job descriptions and seasonal staff

T2 Navigation, buoyage and other ATONs

T9 Expertise within the Trust Port Board (see also G2)

By 9-7-21 (or four weeks after last of deliverables has been provided by ABC, whichever is the later)

F5 OCHDA's financial plans, projected expenditure and banking details

G6 Differences between existing and planned service delivery

T3 Pilotage

T5 Proposed PMSC and MSMS arrangements

T7 Proposed VTS/vessel monitoring system

T8 Proposals re Duty Holder and Designated Person

T9 Expertise within the Trust Port Board (see also G2)

T1
0 Proposed technical/professional advisors to support the Trust Port

ASAP thereafter, no later than 23-7-21

F7 Financial model and projections for the operation of Oban Bay as a Trust Port, including details of how income will be generated, anticipated expenditure and investment planning, community benefit etc., plus all previous relevant deliverables contained in a single document

Deliverables: items to be provided by Council

By 14-5-21

- F1 Up to date, accurate accounts for the three Council owned assets at the North Pier (Harbour Office, pontoons and the pier itself)
- F2 Breakdown and explanation of North Pier expenditure classifications
- F3 Updated staff costing/scales as per request to SC and JS of 12/2/21

By 28-5-21

- F4 Copies of any reports and 'business cases' generated for Oban Harbour by ABC over the past 18 years that have led to Officers and Councillors deciding not to proceed with the Municipal Port option.
- G4 Confirmation of current staff tasks and responsibilities undertaken at the North Pier (an expansion of job descriptions that reflects what tasks are actually carried out and typical time allocations)
- T4 Details of existing PMSC status and existing MSMS (Marine Safety Management System)
- T6 Details of existing Vessel Traffic Service operation

By 11-6-21

- A2 Copies of most recent asset condition surveys
- A3 Valuation of assets
- A4 Details of maintenance requirements/plans/budgets
- A5 Details of existing lease arrangements relating to North Pier assets

Date TBC at next management meeting (8-6-21) as it will require negotiation between both parties and is dependent on other outputs

- A6 Preparation of lease